



NEW BOSTON FIRE DEPARTMENT
JOB DESCRIPTION
CHIEF OF OPERATIONS



Job Title:	CHIEF OF OPERATIONS	Position Type:	FULL-TIME
Department:	NEW BOSTON	Exempt: Y /N	Y {REGULAR FT 40 HRS/WK}
Rank:	CHIEF OFFICER	Reports To:	Board Of Fire Wards

Job Summary/ Nature of Work:

Performs highly responsible leadership, managerial, administrative, operational, and technical work in directing the operations and activities of firefighting, emergency medical services (EMS), Emergency management, hazardous materials response (HAZMAT), fire prevention, life safety inspection services, public health, and other related fire service activities of the Town. Responsible for developing and implementing regulations and procedures and making recommendations for the protection and control for all department activities and resources to prevent and minimize the loss of life and property by fire, emergency medical conditions and other man-made or natural disasters.

Work is performed with considerable independence under the general administrative direction of the Board of Fire Wards and under the statutory authority of town ordinances and state law. Work is reviewed through conferences, reports, and observation of operational results.

Essential Duties and Responsibilities:

(This position description may not include all the duties for the position. The listed examples include duties, which are required for this position.)

1. Directs the activities of the Fire Department in all areas of fire protection and emergency services including, but not limited to firefighting, fire prevention, training, hazardous materials incidents, emergency medical and rescue operations, mitigation of man-made and natural emergencies, life safety inspection services, and other related emergency management issues.
2. Operates emergency services within the existing framework of local, state, and federal laws.
3. Performs duties as Fire Warden for the Town.
4. Performs duties as Emergency Management Director, serves on the Local Emergency Planning Committee; conducts emergency scene management of all community emergency needs and conduct exercises to test the Town's Emergency Operations Plan.
5. Performs duties as the E-9-1-1 liaison between the Town and the State.
6. Establish department regulations, procedures, and orders to ensure maximum readiness to respond to the town's needs. Reviews reports of divisions to assure progress towards established goals and take corrective action where necessary.
7. Supervise and trains staff in regulations and procedures; reviews and approves reports prepared by staff.



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8. Consults with the Board of Fire Wards on major policy issues and priorities, and meets with various town, Community and department personnel to communicate and carry out these objectives.
9. Directs and oversees the plans review and inspection of buildings and other properties for life safety hazards and enforces local fire prevention ordinances as well as the State Fire Code.
10. Assign areas of responsibility to subordinate officers and delegate to officers the assignment of duties to individual department members. Assure that personnel receive optimum training and education in modern firefighting / EMS / rescue / HAZMAT techniques and equipment within the available resources of the department.
11. Reviews all subordinate employee performance evaluations, and review probationary reports, deals with problems in assignments, discipline, morale, training, labor relations or any other problems regarding departmental regulations.
12. Maintains and develops effective staff recruitment and retention methods for a comprehensive Combination- type fire department.
13. Participates in negotiations, mediations, and/or arbitrations as needed.
14. Plans, implements, and maintains an effective working communication and mutual aid relationship with other fire protection, private, and governmental agencies, and emergency management organizations. Develops mutual / automatic aid agreements for approval with other fire and emergency services departments.
15. Responds to alarms of fire and other emergencies and directs response activity as required.
16. Develops and continuously updates plans to deal with emergencies caused by wind, water, fire, mass casualty incidents, hazardous waste spills or releases, and any possible situation requiring emergency coordination of community resources.
17. Plans, Prepares, and implements, after adoption, the annual budget for all department operating costs, equipment purchases, apparatus purchases, and construction and maintenance projects.
18. Prepares and manages grant applications and awards for the fire department, serving as the department's grant administrator.
19. Develops appropriate specifications for purchase of department apparatus, equipment, and outside services according to the Town's Purchasing Policy.
20. Monitors trends and developments in the public and private sectors; anticipate changes, innovations, and problems as they relate to fire, emergency medical services and emergency management.
21. Plans, implements, and maintains an effective public relations and public education program.
22. Responds to inquiries and requests from the Board of Fire Wards, Selectmen Board, Town employees, public and private organizations and agencies, and the public regarding department regulations, procedures, practices, activities, and services. Resolves citizen complaints as necessary.
23. Establishes and maintains an effective working relationship with employees, other departments and agencies, and the general public.
24. Performs other related duties as required.



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Supervision Exercised:

Exercises direct supervision over all subordinate Department employees that may work with or provide assistance in the assigned areas of this position.

Required Knowledge, Skills, and Abilities:

Thorough knowledge of the administrative practices and procedures as related to fire, rescue, emergency medical services and emergency management; Extensive knowledge of the operating principles, practices, procedures, equipment and apparatus used in modern firefighting, emergency medical services (EMS), hazardous materials (HAZMAT) mitigation, rescue and response to man-made and natural emergencies; Considerable knowledge of the applicable laws, ordinances and codes; Knowledge of the Incident Command / Incident Management Systems and their application to various situations; Thorough knowledge of current literature, sources of information, trends, best practices and developments in municipal fire service administration. Demonstrated skill in administrative requirements such as budget preparation, capital improvement planning, purchasing, grant management, management analysis, labor relation and maintenance of personnel systems. Ability to plan, implement and monitor programs supporting departmental operations and activities including employee training and development, and fire prevention and investigation activities and inspection services; Ability to plan for municipal needs, to delegate and distribute personnel, and to direct, coordinate and review the work of operating divisions; Ability to express ideas effectively orally and in writing; Ability to establish and maintain effective working relationships with town officials, employees, officials of other governmental jurisdictions, professional employees, consultants, constructors, and the public as well as to command and hold the respect and discipline of subordinates.

Experience, Education, Training, and Certification Requirements:

A successful candidate should have completed a minimum of 12 years of full-time FD experience or the equivalent of 16 years active status on a fire department call force (or an equivalent combination of both). Within the years of experience, the incumbent should have at least 5 years as Officer-level (Captain or higher). It is desirable of the candidate to have the ability to attain Chief Fire Officer Designation by the Commission on Professional Credentialing/ Center for Public Safety Excellence.

Education /Training/ Certifications:

- NH Certified Level II Firefighter.
- Possess and Maintains EMT-A Certification (Paramedic preferred).
- Possess and Maintains a Healthcare Provider CPR card (also ACLS and PALS, if Paramedic certified).
- Haz-Mat-Ops (Decon Level or Haz-Mat Tech preferred).
- ICS/NIMS 100, 200, 300, 400, 700, 800.
- Possess and maintains a valid NH MV Operators Driver's License (CDL-B, tank & air brake, preferred, but shall be obtained within one year of hire if not currently possessed)
- Fire Officer I and II Certified (Fire Officer III and IV preferred).
- Bachelor's degree (Master's degree preferred) majoring in Fire Science, Fire protection, Fire/ Emergency Service Management or related field.
- Certification in Public Administration would also be considered



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Preferred:

Proficiency with Microsoft Word, Excel, PowerPoint and various commonly recognized fire, Haz-mat and EMS software programs.

Physical Exertion / Environmental Conditions:

Due to the nature of the work environment, it is difficult to predict hazards exposure. Generally, the incumbent may be exposed to high places, toxic or caustic chemicals, is near moving or mechanical parts, exposed to the risk of electric shock, risk of radiation, infectious disease, and stress; outdoor weather conditions, fumes or airborne particles, or the extremes of heat/cold. The incumbent is exposed to occupational risks typical of a firefighter, working alongside said members as necessary, as well as tending to administrative requirements. These risks include the products of combustion, infectious disease exposure, fall hazards, entrapment, atmospheric and products hazards, life safety exposure, and heavy equipment hazards.

Working time may include irregular hours and is expected to be available to work outside normal business hours daily and/or at night, and work on weekends at any time to respond to emergency situations and meetings.

Incumbent's working conditions are typically quiet but may become very loud responding to emergency calls and at the scene of a fire or other emergency incident.

The nature of this position requires employee to be in and maintain sound physical conditioning as determined by the Town and/or department identified standards. Successful candidates are required to take and pass a physical exam after a conditional offer of employment and periodically thereafter.

Cognitive and Sensory Requirements:

- Talking: Ability to understand meanings of words and ideas associated with them and use them effectively. To comprehend language, to understand relationships between words, and to understand meanings of whole sentences and paragraphs. To present information or ideas clearly.
- Hearing: Constantly required when communicating with employees, vendors and public.
- Sight: Peripheral vision, night vision, focus, color perception, and depth perception are essential to job function.
- Tasting and Smelling: Smelling required.

Other Considerations and Requirements:

Incumbent is expected to dress appropriately (uniform) to represent the Department to the public.

Prospective candidate should have thorough knowledge, understanding and experience with rural water supply operations.



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Physical Activity Requirements:

PRIMARY PHYSICAL REQUIREMENTS:

LIFT up to 10 lbs.:	Frequently
LIFT 11-25 lbs.:	Frequently
LIFT 26-50 lbs.:	Frequently
LIFT OVER 50 lbs.:	Occasionally
CARRY up to 10 lbs.:	Frequently
CARRY 11-25 lbs.:	Frequently
CARRY 26-50 lbs.:	Occasionally
CARRY OVER 50 lbs.:	Occasionally
REACH above shoulder	Frequently
height: REACH at shoulder	Frequently
height: REACH below	Frequently
shoulder height:	

OTHER PHYSICAL CONSIDERATIONS:

Twisting:	Frequently
Bending:	Frequently
Crawling:	Occasionally
Squatting:	Occasionally
Kneeling:	Occasionally
Crouching:	Occasionally
Climbing:	Occasionally
Balancing:	Occasionally
Push/Pull:	Occasionally

Job Location and Equipment Operated:

Duties are performed indoors and outdoors in a variety of settings and in all weather conditions. Normally works at an assigned fire station with a typical work environment being 80% inside and 20% outside. Operates a variety of equipment including fire equipment, medical equipment, and Haz-mat response equipment. Operates various computers. Operates various emergency response vehicles.

HAND

MANIPULATION:

Grasping:	Frequently
Handling:	Frequently
Torquing:	Frequently
Fingering:	Frequently

DURING AN 8 HOUR PERIOD, EMPLOYEE MAY BE

REQUIRED TO:

	Consecutive Hours	Total Hours
Sit	12345678	12345678
Stand	12345678	12345678
Walk	12345678	12345678

Controls & Equipment: Computers, printers, telephone, cell phone, fax, scanner, calculator, fire alarm systems, motor vehicles, multi-gas meters, still/digital cameras, hand tools, power tools, radios, ladders, videotaping/recorders, measuring tools, fire/EMS equipment, voice recording devices, projectors.



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This job description should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this job will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.